



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

March 4, 2014

Denise Schwarting
2363 Khristian St.
Iowa City, Iowa 52240

Dear Denise,

I appreciate your working with me to complete the spot check. Here is the website to check out pac'n'plays that have been recalled to ensure you do not have one that is unsafe- <http://www.cpsc.gov/>

When you read this letter it may seem a bit overwhelming. I would suggest you sit down, take a deep breath and remember you have 30 days to get these items into compliance.

This letter is in regards to the February 28, 2014 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

Reason determined out of compliance: During your spot check I observed cleaning supplies in a cabinet without a safety lock that are accessible to a child and electrical outlets without safety caps. I observed plastic chairs and a number of toys blocking the second exit from your home. Several other items found to be out of compliance.

How to correct: Correct all items found to be out of compliance listed in this letter prior to my follow up visit set for April 18, 2014.

☐ 110.5(1) b- All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.

Reason determined out of compliance: I observed cleaning supplies in a cabinet below the kitchen sink that were accessible to a child due to not having a safety lock on them.

How to correct: You must either move these cleaning supplies to another area which is not accessible to a child or place a safety lock on the cabinet they are currently stored in.

☐ 110.5(1) e- All accessible electrical outlets are safely capped.

Reason determined out of compliance: I observed three electrical outlets that were accessible to a child that did not have a safety cap on them in the living room area.

How to correct: You placed a cap on these outlets when this was brought to your attention. *This item is now in compliance.*

☐ 110.5(1) j- Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.

When we looked at the secondary exit to review the Emergency and Disaster plan I noticed the exit was blocked by plastic chairs and a number of toys. This exit needs to be cleared and remain clear at all times so children can exit quickly in the event of a fire.

☐ 110.5(1) q- All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites.

Reason determined out of compliance: You did not have this information available for review.

How to correct: Using the form I left with you for your pet's annual exam. Make sure the vet completes and signs the Pet Health Certificate form.

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2) a- A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

Reason determined out of compliance: You did not have this information available for review. I did review your last physical which was done in September of 2011 and has expired as it is more than 2 years old.

How to correct: Get copies of a physical for all household members done within the past 2 years. You can use the Provider Physical form I left with you for you and your husband.

☐ 110.5(8) Children's Files

☐ 110.5(8) - An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8) d- For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

Reason determined out of compliance: I did not find an initial physical in any of the files for preschool aged children.

How to correct: From now on whenever a child starts in your care you need to get a copy of a physical completed within the last 12 months. Make sure you get information from the parents on any special medical conditions their child may have.

☐ 110.5(8) e- For infants and preschoolers: A statement of health signed by a physician submitted annually.

Reason determined out of compliance: I did not find this information in the files for seven children.

How to correct: Get a copy of a physical for these children dated within the last 12 months.

☐ 110.5(8) f- A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

Reason determined out of compliance: I did not find this information in any of the files I reviewed.

How to correct: There is a section on the Child Intake sheet for listing people a parent authorizes to pick up their child. Have the parents complete this section for their child's file.

☐ 110.5(8) g- A signed and dated immunization certificate provided by the state department of public health.

Reason determined out of compliance: I did not find this information in the file for one child.

How to correct: Have the parents get a copy of this child's Iowa Dept. Public Health immunization certificate from their doctor's office.

I have enclosed page 14 of the spot check list for you to sign and return to me. This just states we did the spot check.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur on April 18, 2014 at 11:00 a.m.

Please do not hesitate to contact me at DHS at 319/892-6803 or toll free 866/534-3112 if you have any questions regarding this letter.

Sincerely,

Dale Garlinghouse
Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 563/324-3236.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or

federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).